

**Donna L. Nelson**  
Chairman

**Kenneth W. Anderson, Jr.**  
Commissioner

**Brandy Marty Marquez**  
Commissioner

**Brian H. Lloyd**  
Executive Director



**Greg Abbott**  
Governor

## *Public Utility Commission of Texas*

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### **JOB VACANCY ANNOUNCEMENT**

**SUBMIT STATE OF TEXAS APPLICATION to:**

PUC Mail Room, 8<sup>th</sup> Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701

Email: [Recruiter@puc.texas.gov](mailto:Recruiter@puc.texas.gov)

Fax: (512) 936-7054

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**JOB TITLE:** Financial Analyst

**JOB VACANCY NUMBER:** 2015-38

**DIVISION:** Water Utility Regulation

**SALARY:** \$3,520.34 - \$3,833.34

(Commensurate with Qualifications)

**SALARY GROUP:** B19, B21

**CLASS TITLE:** Financial Examiner II-III

**CLASS #:** 1102, 1106

**OPENING DATE:** 07/16/15

**CLOSING DATE:** Open Until Filled

**HOURS PER WEEK:** 40

**ESTABLISHED WORK HOURS:** 8:00 – 5:00 M-F  
(Flextime available with supervisory approval)

**FLSA\*:** Exempt

**EEO CATEGORY:** Professional

**TYPE:** Full-time ☒ Part-time ☐ Temporary ☐

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\*Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 per week.

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***Resumes will not be accepted in lieu of completed State of Texas Application for Employment. Only applicants who are interviewed will receive written non-selection notification.***

#### **GENERAL DESCRIPTION:**

Perform routine to moderately complex auditing work providing business and financial guidance and support to retail public water and sewer utilities. Work involves analyzing financial issues related to public utility companies, recommending fair rates of return on regulated utilities' invested capital, recommending a cost of service and evaluating financial integrity requirements for retail public utilities and wholesale water and sewer providers. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

#### **ESSENTIAL FUNCTIONS:**

- Review retail water and sewer utility rate change applications, utility cost of service information, and process applications through final action dates to ensure rates are just and reasonable. Conduct special utility audits as directed.
- Participate in utility case Certificates of Convenience and Necessity (CCN) or rates settlement negotiations, prepare and provide testimony for evidentiary hearings, including discussing the outcome of audits prepared on utility books and records in relation to rate case proceedings for contested applications/cost of service appeals, CCNs, and Sale, Transfer, Mergers (STMs).
- Review, audit, analyze, and prepare comprehensive reports of business plans and/or financial, managerial, and technical capacity information for public water systems and retail public water or sewer utilities submitted for review.
- Provide assistance for retail public water or sewer utilities in developing business plans; financial, managerial, and technical information; and in following the strategies set forth in the plans.
- Prepare analyses and written testimony on financial, accounting, and cost-recovery issues in rate proceedings and other cases before the Commission.
- Present testimony, defend position under cross-examination, and work closely with attorneys and other professional staff in the pre-hearing and post-hearing stages of contested cases.



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- Conduct investigations and audits related to compliance with Commission rules and the determination of reasonable levels of expenses and revenues.
- Respond to inquiries from utilities, legislative representatives, other government agencies, and the general public regarding utility rate and cost-recovery issues.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

***Copy of academic transcripts (official or unofficial) must be submitted with the State of Texas Application for Employment. Failure to provide required documentation will result in no further consideration for employment.***

##### **Education And Experience:**

- Graduation from an accredited college or university with a degree in accounting, finance, economics, or related field.
- Financial Examiner III: Minimum of one (1) year of full-time work experience in auditing, accounting, or relevant financial analysis work.

#### **PREFERRED QUALIFICATIONS:**

- Graduate degree in accounting, finance, economics, business administration, or related field, and/or relevant professional certification (CIA, CFA, CPA, or CGAP).

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficiency with Microsoft Office applications, particularly Excel.
- Strong analytical and quantitative skills, including a working knowledge of financial forecasting modeling techniques, including the ability to develop and evaluate advanced computer models.
- Knowledge of Generally Accepted Accounting Principles, the FERC Chart of Accounts, federal and state tax regulations and policies, and Commission Substantive Rules.
- Ability to research emerging utility issues and evaluate financial implications of alternative ratemaking approaches.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and exercise sound judgment when dealing with complex and controversial issues.
- Ability and willingness to work harmoniously and communicate effectively with other staff members, industry representatives, and the public.
- Knowledge of Commission rules, policies, and procedures, and knowledge of the electric industry, the market for public utility securities, financial reports and reporting standards, and regulatory ratemaking principles.
- Ability to attend work regularly and adhere to approved work schedule.

#### **REMARKS:**

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- The PUC has a *Post-Employment Restriction* – details furnished upon request

The Public Utility Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provision of services. An individual requiring reasonable accommodation shall not be denied opportunity due to a disability. The applicant should communicate requests for reasonable accommodation to Human Resources at (512) 936-7060.